1. Course Details:

Course Code : HRTM-001
Course Title : Performance Management & Appraisals
Course Duration : 5 Days

2. Course Overview:

- The role of front-line managers is key to any performance management system which includes, but is not limited to, properly setting objectives and conducting appraisals. This course takes an in-depth view at setting the right measures to manage employees. These measures are primarily objective in nature. This course also describes how to conduct effective performance appraisal meetings and emphasizes the importance of coaching as a means for improving performance.

3. Learning Outcomes:

- Define performance management, its objectives and various responsibilities
- Develop tangible and intangible measures of performance
- Create business-based objectives, including SMART targets, measures and Key Performance Indicators (KPIs)
- Define coaching and list the 5 steps for conducting optimal coaching sessions
- Conduct effective performance appraisal meetings
- Identify ways of rewarding and recognizing employees

4. Course Contents:

- Performance management – introduction and definitions
- Establishing effective objectives
- Establishing Performance Goals
- 360 Degree Feedback
- Importance of coaching
- Competency Assessments
- Conducting effective performance appraisals
- Following up after the performance appraisal meeting
- Creating a Performance Plan

5. Our Methodology:

- Make coaching and monitoring innovative and using modern

- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Team leaders
- Managers
- Business partners and line mangers